

COUNCIL DONATIONS AND GRANTS POLICY

FILE CODE: GENERAL GOVERNMENT SERVICES

DEPARTMENT CODE: FINANCE No. 15

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MOTION NO.: 192/28/04/26

REPLACES: 551/13/12/17 and 274/25/06/13



PHILOSOPHY

The Council of the County of Northern Lights believes in accommodating requests for donations and grants from non-profit groups and organizations that provide services, programming, or events to County residents.

The Council proposes to do this through the setting aside of budget dollars annually and implementing guidelines for donations and grants so as to ensure that funds are provided in a fair and consistent manner, and to ensure that groups receiving funds are accountable for those funds.

GENERAL POLICY GUIDELINES

1. Applications will be received on an ongoing basis.
2. Applicants cannot receive funds or donations from both the County of Northern Lights Council Donations and Grants program and the County's Recreation Boards for the same event, program, project, or operational funding, and vice versa.
3. Administration reserves the right to make changes to Schedule "A", 'Request for Funding - Council Donations & Grants' application form as needed to improve and streamline application processes.
4. Administration reserves the right to make changes to Schedule "B", 'Benefits and Accomplishments Reporting Tool' form as needed to improve reporting processes.

COUNCIL DONATIONS PROCEDURE

1. Donations are considered to be a gift from the County with no expectation of reciprocation. They are provided for charitable purposes or to assist with a specific cause that is minor in nature.
2. Donations under the policy can be cash offerings, prizes, silent auction items, County promotional items, or gifts-in-kind such as donated services, equipment or labour.
3. The limit for cash offerings under this policy is \$2,500.00 and the limit for gifts-in-kind is \$10,000.00. Donations to other municipalities under this policy are exempt from these limits.
4. As part of the budget process, Council will instruct administration to set aside a portion of the operating budget to accommodate requests for donations.

5. Only non-profit groups and associations, charitable organizations and other governments will be eligible to receive funding under this policy. All groups shall provide an identifiable benefit to the residents of the County in order to be considered.
6. Groups seeking a donation for their event or cause are requested to seek funding through the County's Recreation Boards, prior to seeking funding from the County. Under special circumstances requests may be forwarded to Council directly.
7. All donation and funding requests are required to be accompanied by a completed 'Request for Funding - Council Donations & Grants' application form (Schedule "A") in addition to any other information that the group feels appropriate. This application will outline the cause, other sources of funding, previous funds received from the County, a budget with applicable quotes and estimates, and the benefit of the event, service or program for County residents.
8. All prize or silent auction requests that are complete and \$500 and under can be approved by the CAO or designate. Requests exceeding this amount will be forwarded to Council for a decision.
9. All County promotional item requests are limited to \$2,500 and under in value and can be approved by the CAO or designate. Requests exceeding this amount will be forwarded to Council for a decision.
10. Donations approved by the CAO will be reported to Council in the meeting following the approval, whenever practical.
11. Completed donation/funding requests will be submitted to Council by Administration in a timely manner so as to ensure the request is not presented after the event or the reason for the request lapses.
12. Organizations will be notified of the funding decision in writing as soon as it is practical to do so.
13. Organizations wishing to deviate from their proposal for which the funds were donated must obtain written approval from Council to expend any funds.
14. Any donations or funds provided through this policy will be coded as a grant under the appropriate County department wherever possible to ensure proper financial recording.
15. Council can request Administration to provide a report listing the recipients and the amounts received at any time.

COUNCIL GRANTS PROCEDURE

1. Grants are considered to be monetary contributions from the County that typically require the recipient to submit a proposal for a specific capital project, and/or major initiative. A grant will usually also require some level of compliance and financial accountability.
2. There is no specific funding limit for grants under this policy. However, lower limits may be set for specific categories of grants (see below).
3. As part of the budget process, Council will instruct administration to set aside a portion of the budget to accommodate requests for grants from various groups. Given the inherent difficulty of determining the number of grant requests, Council may establish a reserve for this purpose.
4. Only non-profit groups, charitable organizations, local municipalities and other government agencies will be eligible to receive funding under this policy. In order to be considered, these groups should provide services, products, etc. that can directly benefit the residents of the County.

5. All non-profit groups and charitable organizations seeking recreation and culture-based capital funding below \$ \$10,000 are required to first proceed through the County's Recreation Boards. Requests above \$10,000 must first go through the County's Community Capital Assistance Program (CCAP) Grant, if open, prior to seeking funding directly from the Council under this policy.
6. Funding requests under \$10,000 will only be considered if the Recreation Board has dispensed all their allotted funds, or the Applicant is not eligible under the Recreation Board distribution process as outlined in the Recreation and Culture Funding Policy.
7. All grant proposals and requests are required to be accompanied by a completed 'Request for Funding - Council Donations & Grants' application form (Schedule "A") as well as any other information that the group feels appropriate.
8. The County reserves the right to request additional information before considering an application.
9. In addition to the completed application, a complete package must also include information on the financial position of the organization, identification of the corporate officers, a budget with applicable quotes or estimates, as well as detailed background on the organization or the project.
10. Council will consider donations under the following categories (each listed with eligible groups, descriptions and funding limits):
 - a. **Community service-based programs, events, and activities**

Eligible Groups:	Non-profit groups, charitable organizations, local governments
Description:	Provision of Services and/or Programs that benefit a broad group of residents including County residents
Funding Limit:	\$50,000 - limit/annually per non-profit groups \$250,000 – regional municipalities
 - b. **Capital projects**

Eligible Groups:	Non-profit groups, charitable organizations, local municipalities
Description:	Groups that are seeking to develop, build, and/or renovate a building, facility or land that once completed will enhance the provision of services and/or programming to County residents
Funding Limit:	\$200,000 – non-profit groups, charitable organizations \$5,000,000 – regional municipalities
 - c. **Emergency**

Eligible Groups:	Non-profit groups, charitable organizations
Description:	Groups seeking funding to address an urgent issue that will negatively affect the health, safety and/welfare of County residents.
Funding Limit:	\$10,000.00
11. Administration is responsible for ensuring the proposal is complete and may make recommendations on whether or not to fund a specific request.

12. Council holds the responsibility of making the decision of whether to fund.
13. Completed funding requests will be submitted to Council by Administration in a timely manner so as to ensure the request is not presented after the event or the reason for the request lapses.
14. Organizations will be notified of the funding decision in writing as soon as it is practical to do so.
15. In addition to the letter, an agreement is required when grant funding exceeds \$5,000.00
16. The letter and/or agreement will identify any specific requirements associated with accepting the funds. Typically, the larger the amount of funding, the more requirements that will be considered necessary. Administration is responsible for ensuring that the requirements chosen are reasonable and provide sufficient accountability from the recipient. These requirements may include, but are not limited to one or more of the following:
 - a. Timeline of when the funds must be spent or when reporting requirements are due
 - b. Cheque presentation photo opportunity with a member of Council
 - c. Identification of how the County was recognized for their contribution
 - d. Detailed financial reconciliation of all revenue and expenditures for the project
 - e. Submission of a 'Benefits and Accomplishments Reporting Tool' (Schedule "B")
17. Organizations wishing to deviate from their proposal for which the funds were granted must obtain written approval from Council to expend any funds.
18. Any donations or funds provided through this policy will be coded as a grant under the appropriate County department to ensure proper financial recording.
19. Council can request Administration to provide a report listing the recipients and the amounts received at any time.

ATTACHMENTS/SCHEDULES/APPENDIX

Schedule "A"	Request for Funding - Council Donations & Grants' application form
Schedule "B"	Benefits and Accomplishments Reporting Tool' form

REFERENCES

Legal Authorities	Municipal Government Act
Related Policies	County's Recreation and Culture Funding Policy
Other	County's Recreation Boards (North & South) County's Community Capital Assistance Program (CCAP) Grant

REVISION HISTORY

551/13/12/17	Council Donations Policy
275/25/06/13	" " "
706/17/10/06	" " "

274/25/06/13	Council Grants Policy
706/17/10/06	" " "

DOCUMENT CLASSIFICATION UNDER ATIA AND POPA

Classification 1. A	Public Information
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Chief Elected Official



Chief Administrative Officer